



The Government Website Experts

City of Soledad, CA Content Editor's Training

Part 1 - The Basics

Following Options Available to All Users

Login / Rich Text Editor - Adding Content & Links

Revize Help Center / Admin Tools - Publishing feature & File Manager

Link Manager:

- Link to a page NOT on your site -
 - Link to a page on your site -
 - Link to a Document -
 - Link to Email (Prefix mailto:) -
 - Phone Number (Prefix tel:) -
 - BTN
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- Embedding a Video
 - **Adding Images:** ADA Compliance

ADA Checker

Publish / Save as Draft / History

Navigations: Creating New Pages/Links

Admin options:

Creating Accounts (assigning users, roles & permissions)

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Part 2 - Advanced Features

Following Options Available to All Users

Page Builder

Modules/ Templates (based on Sales Agreement)

Admin options:

Editing Home Page/Top navigation/Calendar/News

Using the Back End/Admin Page (hidden pages)

Note: Some options are not enabled until the site is LIVE such as “Facebook Integration”, “E-Notify”, and “Search”